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ABSTRACT

This manual is designed for students to use in a preemployment class as part of a literacy education program. It contains worksheets and exercises developed to help students begin a job search and to keep a job once employment is found. The manual is organized in 14 sections that cover the following topics: introductory material for the class; goal setting; resumes; references; job search methods; networking; job applications; cover letters; interviewing; follow-up letters; support systems; work ethics; the first day on a new job; and getting ahead. Sections contain explanatory material, samples, and exercises. (KC)

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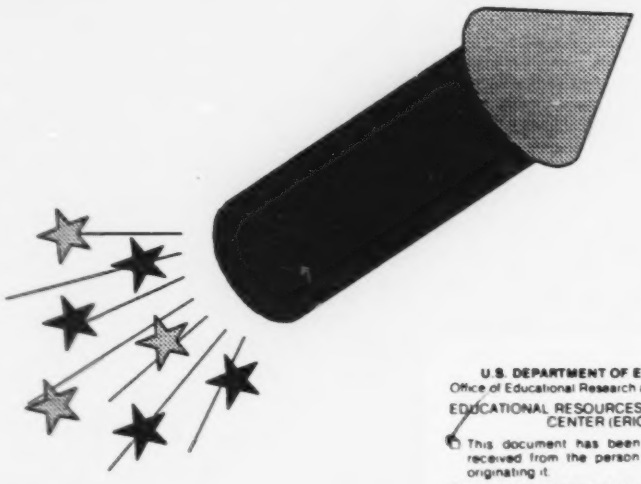
ED 372 280

GETTING AHEAD

. . . AND STAYING THERE



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SEMINOLE COMMUNITY COLLEGE
ADULT EDUCATION

CE 066 910

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GETTING AHEAD

...AND STAYING THERE

Pre-Employment Class
Student Manual

This manual has been developed with funds provided by the
National Institute for Literacy
as part of the Basic Skills and Job Retention project.

Carolyn Straw
Project Manager

Ruth Reis
Project Assistant

Project Director, Marilyn Brisson

We should all be interested in the future because that is where we will spend the rest of our lives.

INTRODUCTION

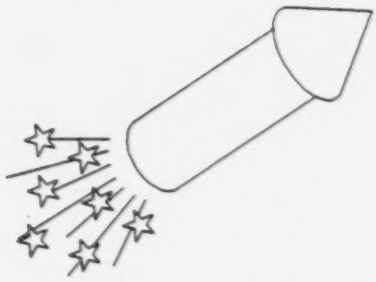
GETTING AHEAD
. . . AND STAYING THERE

This handbook is yours to keep. It has been designed to be used throughout your *Pre-Employment Skills Class.*

The work sheets and exercises contained in this book were developed to help you begin a job search.

Before completing each work sheet, be sure to read the directions carefully and look at the examples provided.

Please bring your book to each class. It will be used for class discussions and exercises.



Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.
– Abigail Adams

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Knowledge has to be improved, challenged and increased constantly, or it vanishes.
-- Peter Drucker

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Getting Ahead
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Failing to plan is like planning to fail.

CLASS COMPLETION CHECK LIST

WEEK ONE

CLASS ONE
Attended (Introduction) _____

CLASS TWO
Attended COPS II Explanation _____

CLASS THREE
Attended Career Placement Center Tour _____

CLASS FOUR
Attended _____
Goal Setting Work Sheet _____

WEEK TWO

CLASS FIVE
Attended _____
Resume, Reference Work sheets _____

CLASS SIX
Attended (The Job Search) _____
Reading Ads - Work sheet _____
Networking Work Sheet _____

CLASS SEVEN
Attended (Job Service of Florida) _____

CLASS EIGHT
Attended (Applying for a Job) _____
Job Application Work sheet _____
Cover Letter Work sheet _____

WEEK THREE

CLASS NINE
Attended (Interview Skills) _____

CLASS TEN
Interviewed on Video Tape _____

CLASS ELEVEN
Attended _____
Interview Critique _____

CLASS TWELVE
Attended (Interview Skills Review) _____
Follow up letter written _____

WEEK FOUR

CLASS THIRTEEN
Attended (Work Ethics) _____

CLASS FOURTEEN
Attended (Support Systems) _____
Personal Support System Work sheet _____
Check writing work sheet _____

CLASS FIFTEEN
Attended Career Placement Center Session _____

CLASS SIXTEEN
Attended (Evaluation, Awards) _____

You achieve that for which you aim.

PRE-EMPLOYMENT CLASS SYLLABUS

WEEK ONE

CLASS ONE
*Introduction

*Purpose and Requirements of Class

CLASS TWO
*Results of COPS II test - Dr. Glaize

CLASS THREE
*Career Placement Center - Tour

CLASS FOUR
*Goal Setting

WEEK TWO

CLASS FIVE
*Resume and References

CLASS SIX
*The Job Search

CLASS SEVEN
*Speaker - Job Service of Florida

CLASS EIGHT
*Applying for a Job

WEEK THREE

CLASS NINE
*Interview Skills

CLASS TEN
*Video Taped Interviews

CLASS ELEVEN
*Interview Critiques

CLASS TWELVE
*Interview Skills Review

WEEK FOUR

CLASS THIRTEEN
*Work Ethics

CLASS FOURTEEN
*Your Support Systems

CLASS FIFTEEN
*Your New Job

CLASS SIXTEEN
*Evaluation and Awards

A lack of time is often used as an excuse for a lack of direction.

COPS II INVENTORY RESULTS

Your COPS II Interest Inventory indicates an interest and/or career potential in the following occupational area(s):

(If this page is blank, student should see instructor.)

When you know where you are going, you are halfway there.

GOALS - AN EXAMPLE

You should aim high when setting goals, but remember to be both

SPECIFIC
and
REALISTIC.

Saying, *"I want to be a millionaire someday."* may not be a realistic goal. It is also not very specific.

However, *"My goal is to have $10,000 in the bank within 10 years,"* is both specific and realistic.

The next step might then be: *"I will start saving $20 each week, starting next week."*

($20x52 weeks = $1,040 year, x 10 years = _____)

Learning to set goals for yourself is important. Once you have an established goal, you always have something to aim for.

After setting a goal, you need to decide what steps to take to reach it.

Getting your GED diploma is an example of a goal that is both specific and realistic. Below are some steps you can take to reach this goal:

STEP 6 **Take (and pass) GED Tests**

STEP 5 **Extra effort in problem area(s)**

STEP 4 **Take Official Practice Tests**

STEP 3 **Study all subjects**

STEP 2 **Read everyday**

STEP 1 **Come to class everyday**

Give me a stock clerk with a goal and I'll give you a man who will make history. Give me a man without a goal and I'll give you a stock clerk.

– J.C. Penney

GOALS - SETTING A GOAL

REMEMBER TO BE
SPECIFIC
and
REALISTIC.

Some ideas might include:

*Reading a particular book

*Mastering a skill (such as multiplying fractions)

2/3 x 4/6 = ?
3/8 x 2/16 = ?

*Completing a Skill Book or improving a practice test score

* Set a goal for yourself that you can reach within the next month.
* Write it below:
* Determine what steps you need to take to reach your goal and write them down.

GOAL: _____

STEP 6 _____

STEP 5 _____

STEP 4 _____

STEP 3 _____

STEP 2 _____

STEP 1 _____

The poor man is not he who is without a cent, but he who is without a dream.

– Harry Kemp

GOALS - LONG TERM

EXAMPLE

Look at Sally Smith's profile on the left of this page. Then look below at Sally's goal. Notice how she combines her aptitude, interests and personal traits to arrive at a realistic and specific long-term career goal.

Sally Smith

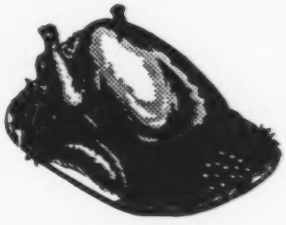
Interests:
Cooking, Baking

Aptitude:
Excellent reading and math skills

Personal Traits:
Organized, Outgoing, Friendly, Self-Motivated

High School Drop-Out

Currently - Attending GED classes, working part-time at convenience store



Sally's Goal - To Own & Operate A Catering Business

STEP 6: Take Business Courses at Community College nights; work days to save money

STEP 5: Work in a catering company - learn business

STEP 4: Work in full-service restaurant - learn about food preparation

STEP 3: Work in a fast-food restaurant - gain work experience

STEP 2: Take GED Tests - Get Diploma

STEP 1: Study for Official GED Practice Tests

So much is a man worth as he esteems himself.
– Francois Rabelais

RESUMES - SAMPLE

Name, Address, Phone#
(If no phone, use the number of someone who will take messages)

Objective - Job you're interested in

Employment History -

- Where you have worked in the past
- Dates of employment (must be accurate)
- What job(s) you held
- Your specific duties

(Start with your most recent job)

Education -
- GED or High School Diploma

Additional Training-
- Special training or certificate

Volunteer Work -
- Includes schools, churches, charitable organizations, etc.

Languages:
(Other than English)

References -
- People who can verify your work habits and/or personality traits.

Jane Doe
123 Anyplace Drive
Your City, FL 32746
(407) 123-4567

Objective: A career position as an Office Clerk or assistant.

Employment History:

7/90 - 3/92 — ASSEMBLER II
NCR Corporation, Lake Mary, FL

Hired as an Assembler I and promoted July, 1991. Responsibilities included assembly of printed circuit boards for stereo equipment.

12/87 - 2/90 — ASSEMBLER
IBM Corporation, Poughkeepsie, NY

Assembled circuit boards for a variety of computer systems.

9/87 - 12/87 — CASHIER
Nycrest Corporation, Cold Spring, NY

Duties included operating cash register, cash handling, customer service and stocking shelves for convenience store.

Education:

1992 — Diploma, General Educational Development
Seminole Community College, Sanford, FL

Additional Training: Keyboarding I, Beginning Office Practices
Office Systems Technology Program, Type 40 wpm
Seminole Community College

Volunteer Work: Big Brothers/Big Sisters, Dividend Program - Seminole County

Languages: Fluent in Spanish

References upon request.

Learning is not a task or a problem--it is a way to be in the world. Man learns as he pursues goals and projects that have meaning for him.
-- Sidney Jourard

RESUME - WORK SHEET

NAME: _____

PHONE - You MUST include a phone number -- if you do not have a phone, use the number of someone who can take messages for you.

Objective - What type of job are you interested in?

Work History - Start with your most recent job and work backwards. Be sure that your job title, dates of employment and company addresses are accurate.

Briefly describe your duties for each job. For example, if you worked as an assembler, you might write: "assembled printed circuit boards for stereo component systems."

Education/Training - GED or High School Diploma, CNA or HHA certificate programs, etc. (Include the date of degree or certificate)

Special Skills - Typing, clerical, auto repair, etc.

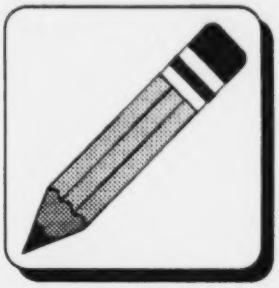
Volunteer Work - List any School, church or service organizations where you have contributed your time.

Languages: (Other than English)

Address: _____
_____

Phone: _____

Objective: _____



Work History:

Job Title: _____ From: _____ To: _____
Duties: _____
Company Name: _____
Company Address: _____
_____

Job Title: _____ From: _____ To: _____
Duties: _____
Company Name: _____
Company Address: _____
_____

Job Title: _____ From: _____ To: _____
Duties: _____
Company Name: _____
Company Address: _____
_____

Job Title: _____ From: _____ To: _____
Duties: _____
Company Name: _____
Company Address: _____
_____

Education/Training: _____
_____

From: _____ To: _____ Certificate/Degree _____

Special Skills: _____

Volunteer Work: _____

Languages: _____

You never really lose until you stop trying.

-- Mike Ditka

REFERENCES - EXPLAINED

Most employers will ask you to supply them with ***references.***

REMEMBER:

- ***BEFORE USING ANYONE AS A REFERENCE, BE SURE TO OBTAIN THEIR PERMISSION.***
- ***YOU WANT POSITIVE RECOMMENDATIONS***
- ***TRY TO USE BUSINESS OR PROFESSIONAL PEOPLE WHEN POSSIBLE.***

These are people who can tell the employer about your personal and work habits. You should have the names, addresses and telephone numbers of at least three people who know you personally, and who will give you a positive recommendation.

If you have worked in the past, you should include the names and business telephone numbers of your former employers (or supervisors).

Think about former teachers, church officials, family friends, neighbors or local community leaders you know. List the name, address and telephone number of each person.

Contact the people on your list and ask if you may use them as references.

- Look at the ***Sample References*** for Jane Doe.
- Fill out ***Your Reference Work Sheet*** on the following page.
- Use only the names of those people who have agreed to be used as references.

Only those who dare really live.

REFERENCES - SAMPLE

Look at Jane Doe's list of references below. Then look to the left to see what they will say about Jane.

Jane's supervisor: "She was very dependable, hard working and left her job only because of a lay-off."

Jane's GED teacher: "Jane took her studies seriously, attended class regularly, and followed through on her work."

The Choir Director: "Jane comes to rehearsals regularly, and works hard to learn new songs. "

The Dividend Coordinator: "Jane's reliable, patient and works well with her students."

References

Jane Doe
123 Anyplace Drive
Your City, FL 32746
(407) 123-4567

Mr. John Smith
Assembly Supervisor
NCR Corporation
1234 Fifth Street
Lake Mary, FL 32444
(407) 123-5566

Dr. Mary Brown
GED Instructor
Seminole Community College
100 Weldon Boulevard
Sanford, FL 32773
(407) 123-7788 (ext. 444)

Ms. Margaret Meed
Choir Director
St. Mary's Church
5566 Second Avenue
Sanford, FL 32773
(407) 234-5566 (Home)
(407) 234-6675 (Office)

Ms. Susan Hunt
Dividend Coordinator
Sanford Elementary School
45 Sixth Street
Sanford, FL 32773
(407) 234-1122 (Home)
(407) 234-5959 (School Office)

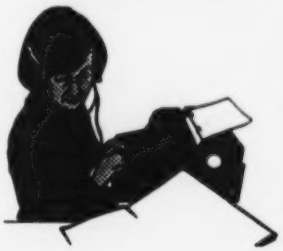
It is not genius, nor glory, nor love that reflects the greatness of the human soul; it is kindness.

– Henri Dominique Lacordaire

REFERENCES - WORK SHEET

Your Name _____

TRY TO LIST:
FORMER EMPLOYERS, SUPERVISORS, CO-WORKERS



TEACHERS, FRIENDS NEIGHBORS

COMMUNITY LEADERS

CHOIR DIRECTORS, MINISTERS, PRIESTS

List the names, addresses and telephone numbers of four people who have agreed to be used as references:

(DO NOT USE RELATIVES AS REFERENCES.)

Name: _____
Title: _____
Company Name: _____
Company Address: _____
_____
Phone: _____

Name: _____
Title: _____
Company Name: _____
Company Address: _____
_____
Phone: _____

Name: _____
Title: _____
Company Name: _____
Company Address: _____
Phone: _____

Name: _____
Title: _____
Company Name: _____
Company Address: _____
_____
Phone: _____

Things won are done; joy's soul lies in the doing.

– William Shakespeare

READ,

READ,

READ ....

Reading the newspaper can help you in many ways. Read your local paper for at least 15 minutes every-day. You will improve your reading skills, and you may find out about a new business coming to town or learn about a company's plans for expanding.

JOB SEARCH - STARTING OUT

There are many ways to go about finding a job.

THE CAREER PLACEMENT CENTER

Here at Seminole Community College, the ***Career Placement Center*** is a great resource. They have books, files, video tapes and computer programs that can give you information on careers, job search skills, financial aid and study skills.

The Career Placement Center also has a list of current job openings. Visit them on a regular basis as you begin your job search. The staff will be happy to assist you.

READ THE SCC BULLETIN

The Seminole Community College ***Bulletin*** is a newsletter printed every Thursday. Be sure to read the ***Bulletin*** every week. It contains useful information about events on campus and also lists current job openings at the college.

READ THE NEWSPAPER EVERYDAY!

The ***Employment section of the Classified*** ads in the newspaper is another good source of job information.

The next few pages of your manual will help you to use the ***Employment section*** of the newspaper to find out about jobs.

Keep Reading -- Don't Stop with the Classified Ads!

Every Monday, the *Orlando Sentinel* publishes a special Business Section. The Business section of the paper contains a ***Calendar of Events.*** Read the Calendar of Events. You may learn about a meeting, ***Job Fair*** or ***Networking*** opportunity.

He has half the deed done, who has made a beginning.
– Horace

JOB SEARCH - CLASSIFIED INDEX

The ***Index and Information*** page of the ***Classified*** section of your newspaper can help you locate job listings that interest you.

Find the index numbers of three job classifications that you are interested in and write them below.

(1)_____

(2)_____

(3)_____

INDEX AND INFORMATION

100 EMPLOYMENT

102 Job Fairs
103 Resumes/Employment Services*
104 Accounting/Bookkeeping*
108 Attractions/Entertainment*
112 Clerical/Office/Secretarial*
116 Crafts/Skills/Trades*
120 Data Processing*
124 Domestic
128 Engineering*
130 Financial*
132 Hotel/Motel*
134 Industrial*
140 Insurance*
142 Maintenance/Security*
144 Management*
148 Medical*
154 Personal/Beauty Services*
156 Professional*
160 Restaurant/Lounge/Clubs*
168 Retail Store*
172 Technical*
176 Telemarketing*
180 Sales Help Wanted*
191 Outplacement
190 Miscellaneous Employment*
192 Self-Employment Opportunities*
194 Part-Time Help Wanted*
196 Employment Listing/Referral Services*
198 Employment Wanted

A man's capacity is usually relative to his goal.

JOB SEARCH - OPPORTUNITIES

The classified section of your newspaper is full of opportunities for growth.

Don't be afraid of starting at the bottom . . .

A great beginning for becoming a chef.

Restaurant Managers

Put Down Local Roots And Grow!

At Wendy's, our management professionals put down roots right here in the Orlando area. (With 23 restaurants and plans to add even more, why move?) Our managers are also promoted at a satisfying pace, based on their performance. You may qualify now with at least 1 year of restaurant management experience.

ADVANCEMENT PLAN

POSITION	COMPENSATION	EXPECTED TIME FRAME
Manager Trainee	$15,000-$18,000	Starting Position
Assistant Manager	$18,000-$21,000	Within 12 Weeks
Co Manager	$18,500-$24,000	Within 4-12 Months
Manager	$21,000-$28,000	Within 12-18 Months
Supervisor Over 3-4 Stores	$25,000-$38,000	

In addition to a growth-directed climate we offer • 401-K Retirement Plan • Paid vacations • Group insurance • Bonus incentives • Regular salary reviews • No relocation • 5-day weeks • Education reimbursement. Please send your resume to:

Dale Lucas
2699 Lee Rd., Suite 200
Winter Park, FL 32789

Equal Opportunity Employer

CLERK

PART TIME
TEST KITCHEN
UTILITY CLERK

Red Lobster, America's largest seafood restaurant chain, has an immediate opening for a part-time Utility Clerk to work in its Test Kitchen.

In this position, you will be responsible for the cleaning and maintenance of the Test Kitchen, including dish ring, equipment, storage and presentation areas, as well as some basic food preparation.

To qualify, you should be a high school graduate with good communications/interpersonal skills, the ability to follow directions, the flexibility to work from 1:00pm to 6:00pm Monday-Friday, and the ability to lift 60 pounds. Come join our winning team. Please apply in person at 5800 Lake Ellnor Drive to complete an application, or forward your resume with salary history to: C.C. Parker, General Mills Restaurants, P.O. Box 593330 Orlando, FL 32859. An Equal Opportunity Employer

Red Lobster

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It's your attitude and not your aptitude that determines your altitude.

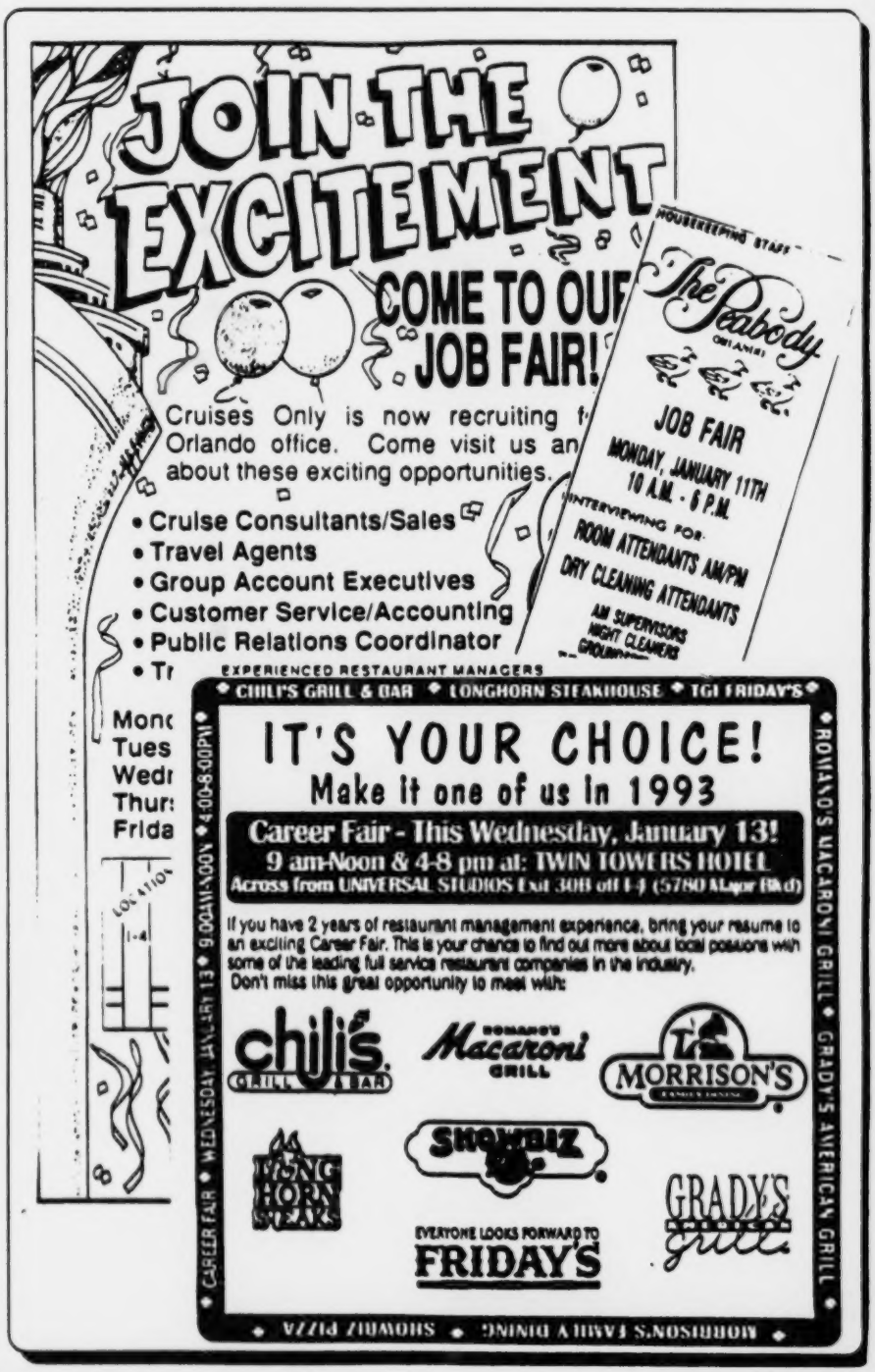
– Zig Ziglar

JOB SEARCH - JOB FAIRS

Sometimes businesses and organizations hold Job Fairs or Career Fairs. Attending a Job Fair or Career Fair is a good way to learn more about careers and companies that interest you.

- Some employers look for people who meet certain job qualifications.
- Others are looking to fill entry-level positions. Be prepared to fill out job applications and perhaps even be interviewed.

- Since you may be meeting a prospective employer, dress as you would for an interview when attending a job fair.
- Be sure to take copies of your resume and list of references.


JOIN THE EXCITEMENT
COME TO OUR JOB FAIR!
Cruises Only is now recruiting
Orlando office. Come visit us an
about these exciting opportunities.
• Cruise Consultants/Sales
• Travel Agents
• Group Account Executives
• Customer Service/Accounting
• Public Relations Coordinator
• Tr
The Peabody
JOB FAIR
MONDAY, JANUARY 11TH
10 A.M. - 6 P.M.
INTERVIEWING FOR
ROOM ATTENDANTS AM/PM
DRY CLEANING ATTENDANTS
AM SUPERVISORS
NIGHT CLEANERS
EXPERIENCED RESTAURANT MANAGERS
CHILI'S GRILL & BAR • LONGHORN STEAKHOUSE • TGI FRIDAY'S
IT'S YOUR CHOICE!
Make it one of us in 1993
Career Fair - This Wednesday, January 13!
9 am-Noon & 4-8 pm at: TWIN TOWERS HOTEL
Across from UNIVERSAL STUDIOS Exit 30B off I-4 (5780 Major Blvd)
If you have 2 years of restaurant management experience, bring your resume to an exciting Career Fair. This is your chance to find out more about local positions with some of the leading full service restaurant companies in the industry.
Don't miss this great opportunity to meet with:
chili's GRILL & BAR
ROMANO'S Macaroni GRILL
MORRISON'S
LONG HORN STEAKS
SHOWBIZ
EVERYONE LOOKS FORWARD TO FRIDAY'S
GRADY'S Grille
CAREER FAIR • WEDNESDAY JANUARY 13 • 9:00AM-NOON • 4:00-8:00PM
ROMANO'S MACARONI GRILL • GRADY'S AMERICAN GRILL
MORRISON'S FAMILY DINING • SHOWBIZ PIZZA

In life, the difference between success and failure is often an inch or two.

JOB SEARCH - READING ADS

Use the Employment Ads on the left to answer the questions below:

112 HELP WANTED CLERICAL, OFFICE & SECRETARIAL

PT RECEPTIONIST
Resp entry-level position. Type 35wpm. Good communication skills. Prof appearance.
$5.25/hr start
(10% incr after 90 days)
Hours - M-F 9a - 2p
Call-Ms. Howe, Bus Mgr.
555-1246 for interview
EOE/MF

146 HELP WANTED MEDICAL

CNA's - LPN's - RN's
Twin Oaks Nursing Home is hiring nurses and assts.
EARN:
Registered: $55/hour
Practical: $35/hour
CNA: $7/hour
We offer a comp. medical/ dental plan, 2wks pd vac, time and 1/2 for Sundays.
NO CALLS - - Apply:
Ms. Naomi Jones, RN
Nursing Supervisor
1719 N. Banks St.
Your Town, FL 00101

LAB TECH
ACME Chemical
seeks an advanced lab tech. Prev. chem lab exper, BSE, MSE req. We offer an outstanding benefits package and competitive salary. Resume and salary history:
Dr. John Brown
Research Dir.
Suite 122 Research Park
YourTown, FL 00101
Equal Opportunity Employer

- Review Jane Doe's resume on page 7. Is Jane qualified to apply for the receptionist's position? Why or why not?

  _____
  _____

- Jane plans to wear her new blue jeans and a pretty tee-shirt to interview for the receptionist position. Do you think this is appropriate dress for this interview? Why or why not?

  _____
  _____

- If Jane were hired for the receptionist position, how much would she make per hour, to start? _____ How much could she make per hour after 90 days? _____

- What is the hourly wage for an LPN at Twin Oaks Nursing Home?

  _____

- Who is the Nursing Supervisor at Twin Oaks?

  _____

- Mary Marks just got her CNA certificate. She sees the ad for Twin Oaks, neatly types her resume and list of references, and picks up the phone to call for an interview. What did Mary do wrong?

  _____

- After getting his GED diploma, Dave worked in a dental lab for two years. He is now working part-time in a chemical manufacturing plant and has just started taking night courses toward an A.S. degree in engineering. Is he qualified for the position at ACME chemical? Why or why not? _____

  _____

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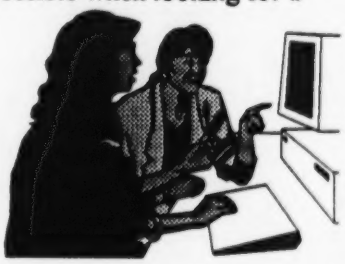
As a rule, he (or she) who has the most information will have the greatest success in life. . .
– Disraeli

JOB SEARCH-INFORMATION SOURCES

It is important to use as many sources as possible when looking for a job.



JOB SERVICE OF FLORIDA
Reflections Building,
514 Lake Mary Blvd.
Sanford (407) 330-6700

Job Service of Florida is an excellent resource for job seekers. Their services are free and include:

- Computerized Job Listings
- Career Counseling
- Testing and Assessment
- Resume Preparation

For more information about Job Service of Florida, see Ruth Reis or Carolyn Straw, or call the Job Service office at 330-6700.

"Let your fingers do the walking. . ."

The *Yellow Pages* of the telephone book can be another good source of job possibilities. For example, if you are interested in a job as a Cook, look in the *Yellow Pages* under *Restaurants.*

Next, write down the names, addresses and phone numbers of all the restaurants within a reasonable distance.

You may then call the restaurants on your list to inquire about job openings.*

* *Although it is usually best to apply in person, it is acceptable to make initial calls by telephone. (Just be sure not to call businesses during peak hours.)*

Job listings at Job Service of Florida are updated on a regular basis. You should make it a point to check the listings at least once each week.

- Find the type of business that most interests you in the *Yellow Pages.*
- Write down the Name, Address and telephone number of each business.
- Call the businesses on your list and ask about current or future job possibilities.

Ships in harbor are safe, but that's not what ships are built for.

– John Shedd

Remember to take notes!

If you have the necessary qualifications for a position vacancy, follow the directions on the recorded message.

If you need more information about a particular job, you may contact the Personnel Office directly.

JOB SEARCH - "HOT LINES"

Many local employers have special telephone numbers you can call to find out about job openings. When calling job information "hot lines," be prepared to take notes. In most cases, a pre-recorded message will list current job openings. A brief job description, required skills, training and experience will usually be included for each position.

*** SOME LOCAL JOB INFORMATION HOT LINES:**

AAA (Automobile Assoc. of America).....444-7500

City of Orlando 246-2178

City of Sanford 330-5676

H.R.S. (Dept of Health & Rehabilitative Service) 423-6207

H.B.J. (Harcourt, Brace, Jovanovich) 345-2000

Orange County (Gov't/Public Schools) 836-5674

Orlando Sentinel 420-5569

Seminole Community College 323-7574

Seminole County Government 330-9540

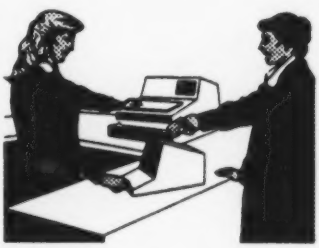
United Telephone of Florida 1-800-676-5024

* Check with the Career Placement Center for more hot line numbers.

The more you know, the more you grow.

NETWORKING - EXPLAINED

Remember -
Start networking with people you already know....



Many job openings are never advertised. Sometimes these jobs are filled as a result of "networking". This method of job hunting can be very effective. It does take some work, however.

Networking is really just a way of getting to meet new people. It is especially important when you are starting a job search. The more people you meet and tell about your job interests, the more likely you will be to hear about an unadvertised job opening.

Many job hunters also use networking as a way to learn more about a particular career field or occupation.

The best way to start building a network is to begin with people you already know.

- Use the **Networking Work Sheet** to make a list of people friends or acquaintances from school, your neighborhood, church, or previous jobs.
- Contact the people on your list and tell them you are beginning a job search. Make them aware of you interests, skills and experience.
- Ask them if they can give you any advice about looking for a job. They may even know of a company that is currently hiring, or they may be able to give you the name of someone else who can help you with advice or information about the kind of jobs that most interest you.
- Keep notes and follow up on any new information.
- Stay in touch with the people in network -- not only throughout your job search, but even once you start working. (You may need to change jobs at some point.)

The extent of your existing knowledge is not an indicator of your potential to succeed!
– Paino

NETWORKING - WORK SHEET

To help you begin your job search, list below the names of people you know who are currently working in a business or industry which interests you.

Parents - Brothers - Sisters - Aunts - Uncles

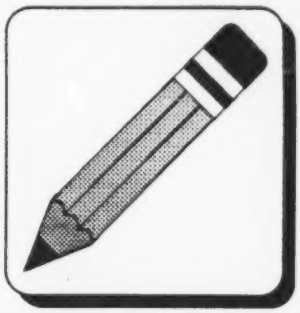
Supervisors - Customers - Co-Workers

Teachers - Staff - Classmates

Ministers - Priests - Elders -

Choir Directors - Church Members

The names on your list should be potential sources of career information and/or possible job openings.



Family Relationships:

Name:	Place of Employment:
_____	_____
_____	_____
_____	_____

Past Work Relationships:

Name:	Place of Employment:
_____	_____
_____	_____
_____	_____

Educational Relationships:

Name:	Place of Employment:
_____	_____
_____	_____
_____	_____

Church Relationships:

Name:	Place of Employment:
_____	_____
_____	_____
_____	_____

Do not be simply good – be good for something!

NETWORKING - VOLUNTEER WORK

There are many organizations that can use both skilled and unskilled volunteers. Working as a volunteer is a good way to network while helping others. As a volunteer, you may even learn a new skill or have the opportunity to use some special training or education.

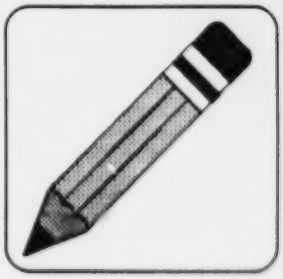
Big Brothers - Big Sisters
422-3197

Habitat for Humanity
328-9717

Red Cross
332-8200

Dividends
834-8211

Sanford Christian Sharing Center
323-2513



- Think about some organizations you might want to work for as a volunteer.
- List them below.
- Look up their numbers in the phone book.

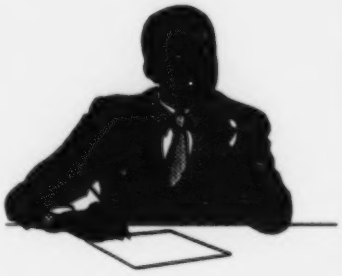
(To get you started, we have listed the names and telephone numbers of some local organizations on the left.)

Organization:	**Phone#:**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Call the organizations on your list and ask about becoming a volunteer.

The winner is always part of the answer.
The loser is always part of the problem. . . .

JOB APPLICATIONS - EXPLAINED



Even when you submit a resume, most employers will require you to complete a job application.

Always take a copy of your resume and list of references when applying for a job. Be prepared to supply the following information on each job application:

- Name, Address, Telephone (If you do not have a phone, be sure to have the number of someone who will take messages for you.)
- Social Security Number
- Educational History
- Employment History
- Special Skills/Training
- Salary Requirement (If you know the salary being offered, use that figure. If not, write "open.")
- References
- Medical History

Always fill out applications completely. Do not leave blank spaces.

Look at the sample application in this book. Then, using your resume and reference list, complete the job application work sheet which follows.

The winner always has a program.
The loser always has an excuse. . .

JOB APPLICATION - SAMPLE

(PART ONE)

Manager - check if person is hired:

____ Hired as a part-time asssociate.

____ Hired as a full-time associate.

TJTC Called

_____ _____
(Date) (Called by)

STORE STAMP

APPLICATION FOR EMPLOYMENT

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in a position that best meets your qualifications *and* may assist us in possible future upgrading. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, disability, age, marital or veteran status. NOTE: All applicants are required to submit documentation in accordance with the Immigration Reform and Control Act of 1986.

INSTRUCTIONS: Use pen. Answer every question. PRINT LEGIBLY.

PERSONAL

Date: 2-15-93

Name Doe (Last) Jane (First) E (Middle Initial) Social Security Number 010-00-0110

Have you ever been known by another name? Yes __ No ✓ If yes, what name? _____

Present Address: 123 (No.) Anyplace Drive (Street) Your City (City) FL (State) 32746 (Zip)

How many years have you lived at this address? 3 yrs Telephone No. (407) 123-4567

Previous Address: 456 (No.) Nowhere Ave (Street), Poughkeepsie (City), NY (State) 12345 (Zip) How long at address? 2 yrs

Are you over 18 years old? Yes ✓ No __ If no, verification of age is required. Doc# _____

Job(s) Applied for: 1. Customer Service 2. Cashier

3. _____ 4. _____

Are you returning from the military? Yes ___ No ✓

List any friends or relatives working for us: None

Other than due to a disability, how many separate times in the last 2 years have you been:
Late to work? 3 Absent from work due to a temporary injury (cuts, sprains, strains)? 0
Absent from work due to cold, flu or other temporary illness? 2 Absent from work due to temporary illness of a family member? 0 Absent from work for any other reason, unrelated to disability? 0
Are you legally eligible for employment in the United States? yes
Have you ever committed a crime, excluding minor traffic violations? No Currently on probation? _____
If yes, describe and give legal disposition: _____
If hired, on what date will you be available to start work? Immed. Full time? ✓ Part Time? _____
Is there any reason why you cannot work overtime or weekends? No
Are you available to work any time? Yes ___ No ✓ If no, what days and times are you available to work:

	From:	To:		From:	To:		From:	To:
Mon	7am	11 pm	Tues	7am	5 pm *	Wed	7am	11 pm
Thurs	7 am	5 pm	Fri	7 am	11 pm	Sat	7 am	11 pm
Sun	7 am	11 pm						

* (Class 6-9pm)

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The winner says, "Let me do it for you." The loser says, "That's not my job."

JOB APPLICATION - SAMPLE

(PART TWO)

PRIOR WORK HISTORY List in order (Most recent employer first) ANY PRIOR EMPLOYMENT WITH T.C.I. MUST BE LISTED

1.

DATES FROM	TO	NAME, ADDRESS & PHONE NO. OF EMPLOYER	Identify each supervisor by Name and Title
2/90	3/92	NCR Corporation Lake Mary, FL (407) 123-5566	John Smith Assembly Supervisor
RATE OF PAY START	FINISH	MUST BE COMPLETE	
4.25/hr	5.50/hr		

Describe in detail your job duties: Assembler I
Assembled printed circuit boards for stereo equipment.

Did you leave voluntarily? ☐ YES ☒ NO If yes, describe reasons in detail. If no, indicate the reason given by employer.

2. Laid off during production cut back period.

DATES FROM	TO	NAME, ADDRESS & PHONE NO. OF EMPLOYER	Identify each supervisor by Name and Title
12/87	2/90	IBM Corporation Poughkeepsie NY (222) 333-4444	William Tell Production Analyst
RATE OF PAY START	FINISH	MUST BE COMPLETE	
3.40/hr	4.50/hr		

Describe in detail your job duties: Assembler
Assembled printed circuit boards for a variety of computer systems.

Did you leave voluntarily? ☒ YES ☐ NO If yes, describe reasons in detail. If no, indicate the reason given by employer.

Family relocated to Florida.

3.

DATES FROM	TO	NAME, ADDRESS & PHONE NO. OF EMPLOYER	Identify each supervisor by Name and Title
9/87	12/87	NYCREST Corporation Cold Spring, NY (222) 555-1246	Mary C. Dee Store Manager
RATE OF PAY START	FINISH	MUST BE COMPLETE	
3.85/hr	3.85/hr		

Describe in detail your job duties: Cashier - Customer service
Operated cash register, served customers, stocked shelves at convenience store.

Did you leave voluntarily? ☒ YES ☐ NO If yes, describe reasons in detail. If no, indicate the reason given by employer.

4. Left to take full-time position at IBM.

DATES FROM	TO	NAME, ADDRESS & PHONE NO. OF EMPLOYER	Identify each supervisor by Name and Title
RATE OF PAY START	FINISH	MUST BE COMPLETE	

Describe in detail your job duties:

BEST COPY AVAILABLE

Did you leave voluntarily? ☐ YES ☐ NO If yes, describe reasons in detail. If no, indicate the reason given by employer.

The winner sees a green near every sand trap.
The loser sees two or three sand traps near every green. . .

JOB APPLICATION - WORK SHEET

Using the *Sample Application* as a guide, complete the job application below.

APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

THIS APPLICATION FOR EMPLOYMENT WILL NOT BE CONSIDERED UNLESS FULLY COMPLETED

PLEASE PRINT:

Last Name _____ First Name _____ Middle Name _____

Street Address _____

City, State and Zip Code _____ (___) Telephone Number _____ (___) Alternate Phone _____

Have you ever been employed by TCo or any of its subsidiaries?

YES ☐ No ☐

If Yes: Location _____ Dates of Employment _____

Reason for leaving _____ Name Employed Under If Now Different _____

Position you are applying for _____ Rate of pay expected _____ Date you can start work _____

List relatives employed by TCo, how related and where they work. (If you live in California, do not answer)

Are you 18 years of age or older?

Yes ☐ No ☐

If under 18, applicant will be required to submit a birth certificate as required by the state or federal laws.

Type of employment you are seeking. ☐ Peak Time ☐ Full Time

NOTE: Peak time is less than 28 hrs./wk.

Can you, after employment, submit verification of your legal right to work in the United States?

☐ Yes ☐ No

Check the highest level or equivalent completed:

Elementary School	High School	College/Tech
☐ or less	☐☐☐☐	☐☐☐☐
8	9 10 11 12	1 2 3 4

Are you currently a student?

Yes ☐ No ☐

Name of college, university or vo-tech attended:

The winner says, "It may be difficult, but it's possible."
The loser says, "It may be possible, but it's too difficult."
- THOUGHTS ABOUT WINNERS

JOB APPLICATION - WORK SHEET

(Continued)

EMPLOYMENT HISTORY - List entire employment history, starting with your present employer. For any unemployed or self-employed periods show dates and location. (Attach additional sheets if necessary)

Company Name_____ Address_____ City/State/Zip _____ Phone#_____	Your Job:_____ Supervisor's Name: _____ Dates Employed: From _____ TO _____	Last Pay Rate _____ Reason for Leaving _____
Company Name_____ Address_____ City/State/Zip _____ Phone#_____	Your Job:_____ Supervisor's Name: _____ Dates Employed: From _____ TO _____	Last Pay Rate _____ Reason for Leaving _____
Company Name_____ Address_____ City/State/Zip _____ Phone#_____	Your Job:_____ Supervisor's Name: _____ Dates Employed: From _____ TO _____	Last Pay Rate _____ Reason for Leaving _____

• If currently employed, may we contact your employer?
Yes ☐ No ☐

• Have you ever been convicted of a felony?
Yes ☐ No ☐

Conviction of a felon will not automatically disqualify you from employment. If yes, please identify the crime for which you were convicted, the date of the conviction and the location of the court in which you were convicted.

AVAILABILITY - To help us consider you for a job that matches your availability, please tell us the earliest time and latest time you can work each day.

DAY	EARLIEST TIME	LATEST TIME
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

List two people (no relatives) you have worked with and whom we may contact for a reference if necessary.

Name:_____
Occupation:_____
Phone#_____
Street:_____
City:_____ State:_____

Name:_____
Occupation:_____
Phone#_____
Street:_____
City:_____ State:_____

Are you available to work nights? Yes ☐ No ☐

IMPORTANT - We are glad you are interested in joining TCo. Please read the following statements carefully before you sign and return this application.

The company, in considering my application for employment, may verify any information set forth on this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations credit bureaus, law enforcement agencies and doctors to supply any information concerning my background. *I have read, understand, and agree to this statement. (please initial here.)* _____

I understand that TCo has a commitment to maintain an alcohol /drug free workplace and that TCo , unless prohibited by state law, requires a drug screening test as part of its selection and hiring process. I understand that such drug screening will consist of the testing of a urine sample or other medically recognized test designed to detect traceable amounts of a controlled substance in my body. If any detectable amounts of a controlled substance are found in my body, a second test, approved by the NIDA will be performed on the same specimen. If the results of the second test are positive, I will be disqualified from consideration for employment and any offer of employment withdrawn. I further understand and agree that if I am employed, I may be required to submit to alcohol/drug testing under certain circumstances during my employment. *I have read, understand, and agree to the statement above. (please initial here.)* _____

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or, if employed, my dismissal. I understand that this application is not a contract, offer, or promise of employment and that if hired I will be able to resign at any time for any reason. Likewise, the company can terminate my employment at any time with or without cause. I further understand that no one other than the President of TCo or Vice President of its People Division has the authority to enter into an employment agreement or contract with me, and that my at-will employment can be changed only by a written agreement signed by the President of TCo. *I have read, understand, and agree to this statement. (please initial here.)* _____

I understand that this application is good only for sixty (60) days from today's date. If I still desire a position with the company after this application expires, it will be my responsibility to fill out a new application and file it with the company. Otherwise, the company will not consider me for employment after this application expires.

_____ Date of Application

_____ Signature as shown on Social Security Card

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People are always blaming their circumstances for what they are. I don't believe in circumstances. The people who get on in this world are the people who get up and look for the circumstances they want, and if they can't find them. . . make them.
– George Bernard Shaw

JOB APPLICATION-AFFIRMATIVE ACTION

Many employers will ask you to provide Affirmative Action information. This information is supplied voluntarily. Employers use this information for government reporting purposes; however, they may not use it to make hiring decisions.

Assume you have heard from a friend about an opening for an Assembler at ABC Manufacturing.

Fill out the Affirmative Action form at right accordingly.

APPLICATION SUPPLEMENT

Name _____

Social Security Number ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Position Desired _____

This supplement shall be filed separately from the application and will not be made available to persons making employment decisions. The information is requested to comply with equal employment opportunity requirements, procedures, and reports. Upon employment, the supplement will become part of the "Application for Employment."

1. Sex: _____ Female _____ Male

2. Ethnic Origin:
   - ___ American Indian, Alaskan Native
   - ___ Asian, or Pacific Islander
   - ___ Black, non-Hispanic
   - ___ Hispanic
   - ___ White, non-Hispanic

3. Birthdate: _____ - _____ - _____

4. Were you previously employed at this company? ___ Yes ___ No
   If yes, what was your employment date? _____ - _____ - _____

   _____ Full-Time _____ Part-Time

   Position Title _____

5. How did you learn of this position vacancy?
   - ___ Company Bulletin
   - ___ Company Hot-Line
   - ___ Company Employee
   - ___ Personnel Office
   - ___ Friend, Relative
   - ___ Florida Job Service
   - ___ State Vacancy Listing
   - ___ Professional Journal
   - ___ Newspaper
   - ___ Other _____

To the best of my knowledge, the information indicated above is accurate.

_____
Applicant's Signature

Things may come to those who wait, but only things left by those who hustle.
– Abraham Lincoln

COVER LETTER - SAMPLE

Look at the letter at right to see how Jane responds to the advertisement for an Office Clerk.

OFFICE CLERK - Looking for self-motivated individual to fill entry-level clerical position. Filing and typing, 35 wpm. Benefits package. Send letter and resume to:
P.O. Box 4300
Winter Park, FL 32793
Attn: Office Manager

123 Anyplace Drive
Your City, FL 32746
(407) 123-4567

February 8, 1993

Office Manager
P.O. Box 4300
Winter Park, FL 32793

Dear Office Manager,

I am submitting my resume for review for the position of Office Clerk as advertised in the Orlando Sentinel. I have had training in office procedures, and I am hard-working and self-motivated.

After receiving my General Educational Development diploma in August of 1992, I began an Office Systems Technologies certificate program at Seminole Community College. I can now type 40 words per minute with accuracy.

I look forward to hearing from you to arrange an interview to further discuss this job opportunity. Thank you for your consideration.

Sincerely,
Jane Doe
Jane Doe

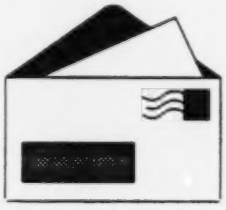
Chance favors the prepared mind.

– Louis Pasteur

YOUR COVER LETTER

Read through the classified ads. Find a job opening for which you are qualified. Use the space below to write a cover letter to apply for the job.

Cut out and tape a copy of the ad here:



(Use the Sample Cover Letter as a guide to write your own)

(Your Address)

(Date)

(Employer's Address)

Success is not searching for you. You must do the seeking. It is not a thing to be waited for, it is a thing to be achieved.
-- William Jennings Bryan

INTERVIEWING - DO'S & DON'TS

An interview is a short meeting during which an employer learns about you and you learn about the employer and the job.

DO:

- **Arrive on time**
- **Relax, smile, be friendly**
- **Maintain eye contact**
- **Act interested and confident**

DON'T:

- **Bring anyone with you**
- **Eat, drink, smoke, or chew gum**
- **Say anything negative**
- **Use interviewer's first name**

BEFORE THE INTERVIEW:

- Know the interviewer's name
- Learn something about the company and its business
- Be sure of what you want to tell the employer about yourself
- Have questions prepared

THE INTERVIEWER WILL WANT TO KNOW:

- If you can do the job
- If you are dependable
- If you will fit in with the company, job, staff
- If you will stay with the company for some time

AT END OF INTERVIEW:

- Thank interviewer for his/her time
- If interested in the job, tell him/her so
- Ask if you can call in a few days

AFTER THE INTERVIEW:

- Follow up with a thank you letter
- Call back in 3-4 days to find out status of job

What you want to do, you do. The rest is just talk.
– John Cleek

INTERVIEWING - KEY WORDS

What three key words best describe your personality?

Look at the list of words and meanings on the right.

- **Find three words which describe your personality and write them below:**

1. _____
2. _____
3. _____

- **Practice using these words to answer an interviewer's questions.**

For example, if you are asked to tell a little about yourself, you might say, "I am a very *cheerful* person, and able to make people feel comfortable, so I think I would be good with patients."

Accurate - Correct, free of mistakes

Industrious - Busy, active

Calm - Serene, free of conflict

Capable - Able to accomplish tasks

Cautious - Careful, prudent

Cheerful - Happy, good-spirited

Composed - Calm, settled

Considerate - Thinks of others

Controlled - Restrained, calm

Cooperative - Works with others

Courteous - Respectful, considerate

Dedicated - Devoted

Dependable - Can be relied on

Diligent - Steady, earnest

Dutiful - Possesses sense of obligation

Easygoing - Unhurried, comfortable

Enthusiastic - Strongly excited

Ethical - Principled, moral

Fair - Honest, impartial

Flexible - Adapts to change easily

Friendly - Shows interest in others

Gentle - Kind, not harsh

Hard working - Not lazy

Helpful - Gives assistance freely

Honest - Truthful, sincere

Meticulous - Pays attention to detail

Neat - Orderly and tidy

Optimistic - Views positively, favorably

Orderly - Neat, tidy

Outgoing - Friendly, communicative

Patient - Handles difficulties calmly

Positive - Upbeat, optimistic

Practical - Uses common sense

Prompt - Ready, quick, on time

Quick - Acts with speed

Quiet - Gentle, not noisy

Realistic - Concerned with fact

Relaxed - Easygoing, not tense

Reliable - Dependable

Reserved - Quiet, restrained

Respectful - Considerate, deferential

Responsible - Trustworthy, accountable

Shy - Bashful, modest

Sincere - Genuine, real

Sociable - Outgoing, enjoys people

Soothing - Comforting, calming

Stable - Steady, rational

Steady - Firm, constant, stable

Sympathetic - Relate to others' feelings

Trustworthy - Reliable, dependable

Luck is hard work!

DO:

- **Prepare your responses**
- **Look attentive**
- **Sit up straight**

DON'T:

- **Appear bored or tired**
- **Interrupt the interviewer**
- **Use one word responses**

INTERVIEWING - QUESTIONS

Good interviewers generally do not ask yes or no questions. Instead, they will usually ask open-ended questions: how, why, where, when. Be an "active" listener; clarify the interviewer's questions as they are being asked. Be sure you understand each question before answering. If you are asked about a particular skill, training or experience that you do not have, be honest. You may want to add that you have the desire and ability to learn new things.

- Below are some commonly-asked interview questions
- Read the questions and think about how you might answer them
- Use your *key words* to help you
- Prepare and practice your own answers to these questions

1. What skills do you have that would be useful in this job?
2. Why do you want to work here?
3. Tell me a little about yourself.
4. Where do you see yourself in 5 (10) years?
5. What do you consider your greatest strength?
   What do you do well?
6. What do you consider your greatest weakness?
   What don't you do well?
7. How do you work under pressure?
8. What did you like best about your last job?
9. What did you like least?
10. Why did you leave your previous job?

If you can conceive it,
If you can believe it,
you can achieve it.
– The Rev. Jesse Jackson

INTERVIEWING - ASKING QUESTIONS

At some point during an interview, most employers will ask if you have any questions. Instead of simply saying "no," indicate your interest in the job and the company by asking specific questions.

You should always prepare a list of questions before you interview. Below are some examples of the kinds of questions you may ask during an interview:

1. Could you clarify the duties of the job? (You may ask the interviewer if he/she could describe a typical day.)

2. Will I be working from 9 to 5 each day (or do the hours vary on Sundays)?

3. When would you like someone to start?

4. Did this vacancy come about through a promotion? (Are there opportunities for advancement?)

5. Can you tell me (more) about the training I would receive?

6. What is the starting salary for this position? *

* (Wait until the end of the interview to raise questions about salary.)

It's not what I am that holds me back, but what I think I'm not!!

INTERVIEWING - WHAT TO WEAR

What you wear to an interview may determine whether you or not you are offered a job.

DO:

* Bathe and wash your hair
* Shine your shoes
* Wash and iron interview clothes
* Wear something appropriate to the job
* Wear something that fits properly
* Dress conservatively

DON'T:

* Wear anything torn or wrinkled
* Wear shorts or a tee-shirt
* Wear excessive jewelry
* Wear something *too* dressy (no party dresses)

Good grooming is essential. Presenting a clean, well-groomed appearance is a great way to make a positive first impression.

40

I'm not a failure if I don't make it - I'm a success that I tried.
– Anonymous

INTERVIEWING - EVALUATION

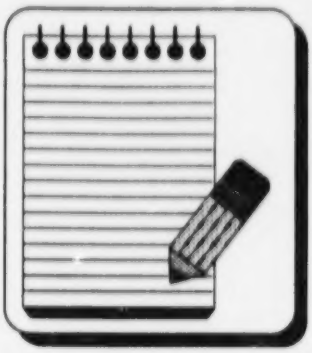
Use these guidelines to evaluate how each applicant performs during his/her practice interview.

(Rate from 1-4)

4 = Excellent
3 = Good
2 = Fair
1 = Needs Improvement

1. _____ Appearance
2. _____ Grooming
3. _____ Greeting
4. _____ Handshake
5. _____ Smile
6. _____ Attitude
7. _____ Eye Contact

- Use a separate sheet of paper for each applicant
- Put the applicant's name at the top of the page
- Number your paper from 1-15
- Evaluate each item during the interview



8. What was applicant's greatest strength?
9. How well did applicant answer questions?
10. Did applicant ask good questions?
11. Did applicant seem interested in the job?
12. Did he/she make proper follow-up arrangements?
13. Do you think applicant is a good match for this job?
14. Do you think he/she will be offered this job, based on the interview?
15. What advice would you give the applicant that might help in future interviews?

If you snooze, you lose!

FOLLOW-UP:SAMPLE THANK YOU

Below is the letter Jane sent to the Office Manager after her interview at Norton Manufacturing. It is an example of a proper follow-up to an interview.

Write immediately

Address your letter directly to the interviewer

Remind the employer of when you interviewed and refer to something specific you discussed

Show your interest and confidence.

When writing your thank you letter, be sure to use your own words and refer to the position for which you applied.

123 Anyplace Drive
Your City, FL 32746
(407) 123-4567

February 16, 1993

Mr. Claire A. Barton
Office Manager
Norton Manufacturing
P.O. Box 4300
Winter Park FL 32793

Dear Ms. Barton:

I want to thank you for allowing me to interview for the office clerk position yesterday. I enjoyed meeting you and hearing about Norton Manufacturing's plans for expansion.

After speaking with you and learning more about the position, I believe I could do a good job for you and Norton. I am a quick learner, and would like the opportunity to demonstrate my strengths.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Jane Doe

Jane Doe

It is a funny thing about life; if you refuse to accept anything but the best, you very often get it.
-- W. Somerset Maugham

FOLLOW-UP: WRITING YOUR LETTER

After your practice interview, write a thank you letter to the interviewer.

Be sure you know the interviewer's name and address.

Remind him/her of the position for which you applied.

Refer to something you discussed in the interview (regarding the job, the company, your skills or experience)

Restate your qualifications and interest.

Use the dictionary to look up the spelling of any words you are unsure about.

_____
_____
_____
_____
(Your Address)

_____
(DATE)

_____
_____
_____
_____
(Interviewer's Name & Address)

_____

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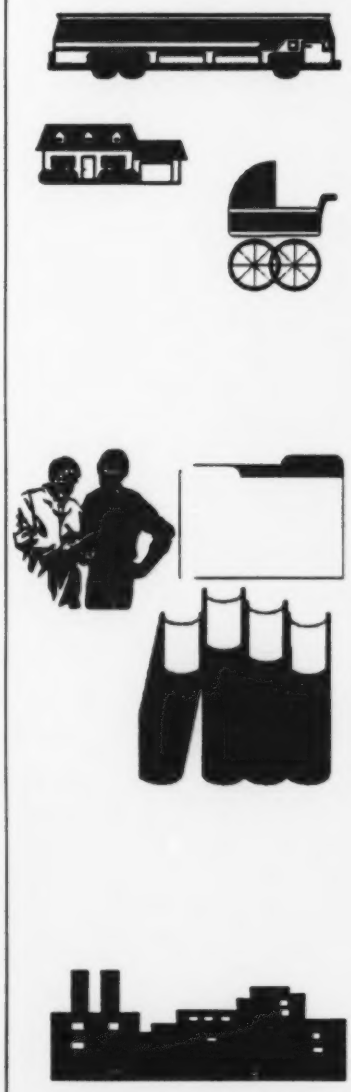
Education is the one thing you can do for yourself that no one can take away from you.

SUPPORT SYSTEM - SCC



The following people are available to help you through your job search and as you begin your new job.

If you have questions about or problems with
CHILD CARE, HOUSING, TRANSPORTATION, CLASS SCHEDULES, TIME SHEETS,
contact:

Elnora Gilchrist.....323-1450 (Ext. 631)

Sheila Dixon.....323-1450 (Ext. 633)

Jacquelyn Wakefield.....323-1450 (Ext. 634)

If you have questions about or problems with
STUDYING, UNDERSTANDING JOB-RELATED MATERIAL, INTERVIEWING or RESUMES,
contact:

Carolyn Straw.....323-1450 (Ext. 650)

Ruth Reis.....323-1450 (Ext. 648)

Your Tutor.....323-1450 (Ext. 650)

Once you are working, if you have problems with
JOB TRAINING, CO-WORKERS, YOUR BOSS, or other WORK-RELATED ISSUES,
contact:

Your immediate supervisor

You measure the size of the accomplishment by the obstacles you have to overcome to reach your goals.

SUPPORT SYSTEM - PERSONAL

Work Sheet

Your support system should also include people you can turn to in case of personal emergencies.

If you have children who require care, you will need to have someone available to care for your child when he/she is ill.

You should also have alternative means of transportation.

If you plan to drive your own car, you need to be prepared to get to work in case of a break down, dead battery, flat tire, etc.

If you plan to take the bus to work, you should also have a back-up.

Learn alternative routes and

schedules, and know who you can call when the bus is delayed.

PLAN AHEAD - Make arrangements with family members, friends or neighbors and list their names below:

CHILD CARE:

Do you have children who require care? _____
Are they in day care now? _____

Who can you rely upon to care for your child(ren) in case of illness or school closing?

Name:_____ Phone#: _____

Name:_____ Phone#: _____

TRANSPORTATION:

What will be your primary means of transportation?

_____

Who can you call if you need alternate transportation?

Name: _____ Phone#: _____

Name: _____ Phone#: _____

What other concerns do you have about finding and retaining employment?

_____

_____

Problems would lessen if people would listen.

In a recent survey, local business owners and employers said they considered the following work ethics most important:

- ***GOOD COMMUNICATIONS***
- ***DEPENDABILITY***
- ***INITIATIVE***
- ***HONESTY***
- ***POSITIVE ATTITUDE***

WORK ETHICS - DEPENDABILITY

Once you find a job, it is important that you demonstrate good work ethics.

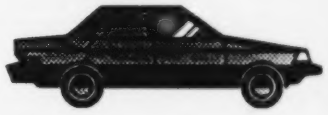
The importance of ***dependability*** was mentioned by every employer surveyed regarding work ethics.

A *dependable* employee reports to work *every day* as scheduled.
A *dependable* employee works his/her entire shift.
A *dependable* employee does not report to work late.
A *dependable* employee does not take days off without good cause.

PLANNING AHEAD CAN HELP MAKE YOU A DEPENDABLE EMPLOYEE

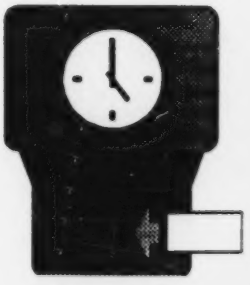
Before starting a new job:

- Arrange your support system
- Have child care in place
- Have reliable transportation



At night (before work):

- Lay out work clothes
- Makes lunch for yourself, spouse, children
- Set your alarm, leaving yourself plenty of time
- Get plenty of rest - GO TO BED EARLY



At work:

- Arrive a few minutes early
- Adhere to lunch/break schedule
- Pull your own weight
- Stay until the end of your shift

The world is full of willing people; some willing to work -- the rest willing to let them.
-- Robert Frost

WORK ETHICS - (CONTINUED)

- *INITIATIVE*

- *GOOD COMMUNICATIONS*
- *HONESTY*
- *POSITIVE ATTITUDE*

INITIATIVE

The employers we surveyed indicated that *initiative* was often a determining factor when considering employees for promotions. Employers appreciate workers who ask questions if they don't understand something or when they are simply curious about some aspect of their job or company.

- An employee with *initiative* will do more than is required of his/her job.
- An employee with *initiative* will not just sit there when a task is completed.
- An employee with *initiative* will ask a supervisor what to do next.
- An employee with *initiative* will ask questions.

HONESTY - GOOD COMMUNICATIONS

Sometimes it is difficult to admit when we have a problem or have made a mistake. However, it is never a good idea to try to cover up mistakes or ignore problems.

- An *honest* employee respects the property of others -- including office supplies, petty cash, receipts, etc.
- An *honest* employee keeps a line of *good communications* open between him/herself and the employer.
- An *honest* employee admits when he/she has made a mistake.

POSITIVE ATTITUDE

A positive attitude can go a long way. When starting a new job, you will not be expected to know everything. Most coworkers and supervisors will happily explain what you need to know if you approach them with enthusiasm and a positive attitude.

- An employee with a *positive attitude* sees his/her job as a learning experience.
- An employee with a *positive attitude* is enthusiastic.
- An employee with a *positive attitude* usually has a smiling face!

YOUR NEW JOB - THE FIRST DAY

If you aren't fired with enthusiasm, you'll be fired with enthusiasm.

-- Vince Lombardi

On the first day of your new job you may be a little nervous -- that's normal. You should also feel excited; your new job is a new beginning and a new learning experience.

Since everything will be new to you, and you will be expected to remember a lot of information, it is a good idea to take notes that you may refer to later.

In most cases, you will spend some of your first day filling out paperwork.

First day forms may include:

- W-4 form for taxes
- Medical History
- Insurance forms or waivers
- Emergency Contact forms

Some other things you may expect on your first day:

- Meeting many new people
- A tour of your new work place
- New rules and policies
- Learning work hours, lunch and break schedules
- An Employee Handbook or Manual to read

Quality is always the result of high intention, genuine effort, intelligent direction, and skillful execution.
– Willa A. Foster

YOUR NEW JOB - WHAT TO WEAR

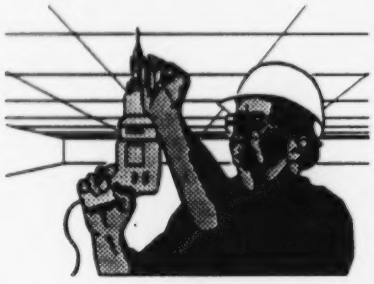
What you wear to work can be just as important as what you wear to an interview. When dressing for work, keep in mind *safety* and *practicality*.

DO:

- **Follow dress code or uniform**
- **Wear clean, pressed clothing**
- **Practice good grooming habits**

DON'T:

- **Wear clothing or jewelry that may get caught in machinery, etc.**
- **Wear short or tight skirts**
- **Wear clothes in need of mending**



Don't be scared to take big steps - you can't cross a chasm in two small jumps.
-- David Lloyd George

YOUR NEW JOB: W-4 FORM

You will need to fill out a form W-4 when you start a new job.
Read and complete the form below as you would for a new employer.

1993 Form W-4

Department of the Treasury
Internal Revenue Service

Purpose. Complete Form W-4 so that your employer can withhold the correct amount of Federal income tax from your pay.

Exemption from Withholding. Read line 7 of the certificate below to see if you can claim exempt status. If exempt, complete line 7, but do not complete lines 5 and 6. No Federal income tax will be withheld from your pay. Your exemption is good for one year only. It expires February 15, 1994.

Basic Instructions. Employees who are not exempt should complete the Personal Allowances Worksheet below. All other employees should complete the Deductions and Adjustments Worksheet and the Two-Earner/Two-Job Worksheet on page 2 if they expect to claim adjustments to income, or have a working spouse or more than one job. Complete all worksheets that apply. However, you may claim fewer allowances than these worksheets show you are entitled to claim. The worksheets will help you figure the number of withholding allowances you are entitled to claim. However, you may claim fewer allowances than this.

Head of Household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

Nonwage Income. If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated tax payments using Form 1040-ES. Otherwise, you may find that you owe additional tax at the end of the year.

Two-Earner/Two-Jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. This total should be divided among all jobs. Your withholding will usually be most accurate when all allowances are claimed on the W-4 filed for the highest paying job and zero allowances are claimed for the others.

Advance Earned Income Credit. If you are eligible for this credit, you can receive it added to your paycheck throughout the year. For details, get Form W-4 from your employer.

Check Your Withholding. After your W-4 takes effect you can use Pub. 919, Is My Withholding Correct for 1993?, to see how the dollar amount you are having withheld compares to your estimated total annual tax. Call 1-800-829-3676 to order this publication. Check your local telephone directory for the IRS assistance number if you need further help.

Personal Allowances Worksheet. For 1993, the value of your personal exemption(s) is reduced if your income is over $105,250 ($157,900 if married filing jointly, $131,550 if head of household, or $78,950 if married filing separately). Get Pub. 919 for details.

A Enter "1" for yourself if no one else can claim you as a dependent . . . . . A ____
B Enter "1" if:
- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,000 or less . . . B ____

C Enter "1" for your spouse. But, you may choose to enter -0- if you are married and have either a working spouse or more than one job (this may help you avoid having too little tax withheld) . . . . . C ____
D Enter number of dependents (other than your spouse or yourself) whom you will claim on your tax return . . . . . D ____
E Enter "1" if you file as head of household on your tax return (see conditions under "Head of Household," above) . . . . . E ____
F Enter "1" if you have at least $1,500 of child or dependent care expenses for which you plan to claim a credit . . . . . F ____
G Add lines A through F and enter total here. NOTE: *This amount may be different from the number of exemptions you claim on your return* ► G ____

For accuracy, do all worksheets that apply.
- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are single and have more than one job and your combined earnings from all jobs exceed $29,000 OR if you are married and have a working spouse or more than one job, and the combined earnings from all jobs exceed $50,000, see the Two-Earner/Two-Job Worksheet on page 2 if you want to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line G on line 5 of FORM W-4 below.

. . . . . Cut here and give the certificate to your employer. Keep the top portion for your records . . . . . .

Form W-4 — Department of the Treasury, Internal Revenue Service

Employee's Withholding Allowance Certificate

► For Privacy Act and Paperwork Reduction Act Notice, see reverse.

1993

1 Type or print your first name and middle initial | Last name | 2 Your social security number

Home address (number and street or rural route) | 3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate
NOTE: If married, but legally separated, or spouse is a nonresident alien, check Single box.

City or town, state and ZIP code | 4 If your last name differs from that on your social security card, check here and call 1-800-772-1213 for more information . . ► ☐

5 Total number of allowances you are claiming (from line G above or from the Worksheets on back if they apply) 5
6 Additional amount, if any, you want deducted from each paycheck . . . . . 6 $
7 I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption:
- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability; AND
- This year if my income exceeds $600 and includes nonwage income, another person cannot claim me as a dependent.

If you meet all of the above conditions, enter the year effective and "EXEMPT" here . . . . . ► 7 19

8 Are you a full-time student? (Note: *Full-time students are not automatically exempt*) . . . . . ► 8 ☐ YES ☐ No

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

EMPLOYEE'S SIGNATURE ► _____ DATE ► _____ 19____

9 Employer's Name and Address (Employer, complete 9 and 11 only if sending to the IRS) | 10 OFFICE CODE | 11 Employer identification number

44.

BEST COPY AVAILABLE

Yesterday is a cancelled check.
Tomorrow is a promissory note.
Today is the only cash you have – so spend it wisely.

GETTING AHEAD - WRITING CHECKS

Once you are working, you may consider opening a checking or savings account if you do not already have one. Follow the directions on the left to fill out the checks below:

- Write a check to the *Fun Day Care Center* for $52.43 for child care.
- Write a check to *Florida Light & Power* for $65.12 for your March bill.
- Remember to record your checks in the register.

407
63-215/831
Branch 001

_____ 19____

PAY TO THE ORDER OF _____ $ _____

_____ DOLLARS

World Bank
2727 First Ave
Sanford FL 32714

FOR _____

I: 00004555::444| 0 001-00-2222' 6141 ' 0407

408
63-215/831
Branch 001

_____ 19____

PAY TO THE ORDER OF _____ $ _____

_____ DOLLARS

World Bank
2727 First Ave
Sanford FL 32714

FOR _____

I: 00004555::444| 0 001-00-2222' 6141 ' 0408

19 BE SURE TO DEDUCT ANY PER CHECK CHARGES THAT APPLY

DATE	Check Number	Checks Issued to or Deposit Received From	Amount of Deposit	✓	Amount of Check	Balance